

## **DSLCC Institutional Policy for Equal Opportunity**

Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and nondiscrimination in the administering of all educational programs and supporting services. In accordance with the Americans with Disabilities Act of 1990, the College does not discriminate on the basis of race, color, religion, national origin, political affiliation, gender, age, handicap or other non-merit factors and complies with the Civil Rights Act of 1964. DSLCC is further committed to ensuring equal treatment and equal access to its educational programs and facilities by all students.

If any student believes that any employee of Dabney S. Lancaster Community College has not applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964; (2) Title IX of the Education Amendment of 1972; (3) Section 504 of the Rehabilitation Act of 1973; or the ADA, the student may bring a grievance to the local Equal Opportunity Compliance Coordinator at the following address:

Mary G. Wilson  
DSLCC Director of Student Services and Research  
1000 Dabney Drive  
Clifton Forge, VA 24422

Office location: Room 656, Armory/Convocation Center, Clifton Forge campus  
540-863-2830 or 877-73-DSLCC  
mwilson@dl.vccs.edu

The appropriate grievance procedures, outlined below, must be followed by the student in order for his/her grievance to be thoroughly reviewed.

### **Informal Preliminary Investigation**

The student who believes a basis exists for a grievance shall discuss the grievance informally with the Equal Opportunity Compliance Coordinator, who will investigate the complaint and reply verbally to the student with his/her findings and, if appropriate, possible remedies. The student may then begin formal procedures according to the following steps, if he/she wishes to do so. Any complaint submitted under this procedure shall be filed within seven (7) school days after the student became aware or reasonably should have become aware of the complaint. If the complaint is not served within that time, the complaint will not be considered.

### **Formal Grievance Procedure**

*I.* A written statement of the grievance signed by the student shall be submitted to the Equal Opportunity Compliance Coordinator within seven (7) school days of receipt of the reply from the EOC Coordinator concerning the informal grievance. The Coordinator shall further investigate the matters of grievance and reply in writing to the student within seven (7) school days with a statement of finding and, if appropriate, possible remedies. The student shall then have seven (7) school days to appeal the finding of the EOC Coordinator. Failure by the student to appeal the complaint within the time limit procedure shall also nullify the complaint.

*II.* If the student wishes to appeal the finding of the Equal Opportunity Compliance Coordinator, the student may submit an appeal to the Vice President of Instruction and Student Services within seven (7) school days after receipt of the Coordinator's response. The Vice President (or a designee) shall meet with all parties involved within ten (10) school days to formulate a conclusion, and respond in writing to the student within ten (10) school days.

*III.* If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.